

Communications

GOAL: Design more effective forms of school-to-home and home-to-school communications with all families each year about school programs and their children's progress.

Sample Best Practices:

- School staff will involve parents in decision-making within the RTI/MTSS process
- School staff will engage parents and students in focused brainstorming sessions at least once monthly to provide them the opportunity to share concerns and desires, to better improve the school environment and student achievement.
- Every school staff member will participate in communication activities, including, but not limited to, phone calls, e-mail, and home visits to communicate with parents.
- School staff will ensure that at least one parent in every child's home is contacted by a teacher or other school staff member at least twice a year. Parents will be encouraged to call staff to answer questions. Suggested times to call each staff member will be posted on the school Web site.
- Staff will collaborate with parents to provide workshops to assist parents in understanding test data and interpretation. Parents' input and assistance will be requested at events and through all communication activities.
- A Community/Parent education statement is printed in the school handbook, RTI handbook
- A job description is created for parent participation on Leadership Team
- The teacher regularly communicates to parents and families about RTI, the learning process, areas of strength, and areas needing improvement
- The teacher uses a wide range of available methods (including technology) to gather, record, and report information on student progress to parents regularly
- Parent Permission or sign off sheet explaining child's participation in the RTI process is utilized
- Parents are involved during the decision making meeting regarding the participation of their child in interventions
- Students participate in meetings with their parents and are active decision-making about their learning progress and assessment data
- Adult and student tour guides for the school are trained in explaining the RTI essential elements in practice
- The RTI process is documented in the school handbook, special education narrative, 5 year plan, and school policies and procedures
- School Board members, parents and community members are actively involved in the ongoing review of the RTI process
- Parent and student pick-up of report card, with conferences with every parent at least twice a year, with follow-ups as needed.
- Weekly or monthly folders of student work are sent home and reviewed, parental comments returned to teacher.
- Regular schedule of useful notices, memos, phone calls, newsletters, and other communications.
- Clear information on all school policies, programs reforms, and transitions. Clear information on choosing schools, or courses, programs, and activities within schools.
- Conferences with every parent at least once a year, with follow-ups as needed.